



457 East Shirley Avenue  
Warrenton, VA 20186  
(540) 347-6441

## PRELIMINARY SUBDIVISION AND SITE PLAN CHECKLIST

NAME OF PROJECT \_\_\_\_\_ ROUTE \_\_\_\_\_  
DEVELOPER \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_  
ENGINEER \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
COUNTY \_\_\_\_\_ DATE: \_\_\_\_\_

| Plan Sheet to Include |  | Yes | No | Comments |
|-----------------------|--|-----|----|----------|
| GENERAL INFORMATION   |  |     |    |          |
| 1                     | Site plan name.<br>Date of plan  |     |    |          |
| 2                     | Standard cover sheet with surveying and mapping control information.<br>Vicinity map (1" = 2000') and title block information section completed. |     |    |          |
| 3                     | North arrow, designation of north orientation, match lines and sheet numbers   |     |    |          |
| 4                     | Scale shown on plans 1" = 50' or larger.<br>(1"=25'-horz and 1"=5'-vert preferred scales on road plans)  |     |    |          |
| 5                     | Contour interval every 5 feet.   |     |    |          |
| 6                     | Boundary survey of record.   |     |    |          |
| 7                     | Original seal and signature on each sheet by a Virginia Registered Professional Engineer or Land Surveyor.                                       |     |    |          |
| 8                     | Show total acreage, current zoning, and proposed zoning (by acres).  |     |    |          |
| 9                     | Parcel identification, tax map, reference numbers, owners name, present zoning, and use of all abutting parcels.                                 |     |    |          |
| 10                    | Any waivers, zoning variances, or proffers granted for the project shown on the plans.   |     |    |          |
| 11                    | Master plan (all phases or proposed sections).   |     |    |          |
| 12                    | Show site layout including lot numbers and acres, tabulation of the total number of lots or units to account for the site acreage.               |     |    |          |
| 13                    | Show State route numbers and the names of all existing streets to which connections are to be made. Also, show names of proposed streets.        |     |    |          |
| 14                    | Show right-of-way lines, right-of-way widths, centerlines, and pavement widths   |     |    |          |
| 15                    | Set of general notes explaining details of the plan.   |     |    |          |
| 16                    | A narrative of all plan revisions shall accompany all revised plans submitted for re-evaluation and approval.                                    |     |    |          |

- A. The developer is responsible for supplying sufficient information for the department to determine entrance and road design features to adequately serve the existing roadway and the proposed development.
- B. Subdivision plans shall be designed in accordance with VDOT's Subdivision Street Requirements and the Road Design Manual.
- C. All commercial entrances must meet VDOT standards and specifications as in current edition of Minimum Standards of Entrances to State Highway.
- D. The submission is to include one reproducible and 2 copies of the plan for review and an explanation of all "no" answers if the information is not on the site plan.

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|--|--|-----|----|----------|
| <b>GEOMETRICS</b> (Ref. Subdivision Street Requirements, Volume II and Road Design Manual) |  |     |    |          |
| 1  | Location of entrance, distance measured to nearest intersection of State route or crossovers for field verification of sight distance  |     |    |          |
| 2  | The radius of all curb returns to face of curb and street where curb and gutter are not required. Indicate radius to edge of pavement.   |     |    |          |
| 3  | All proposed street frontage & intersection improvements.  |     |    |          |
| 4  | Proposed building locations, use, square footage, and distance to property lines.  |     |    |          |
| 5  | Indicate all temporary turn around construction within easement as indicated on preliminary plans.   |     |    |          |
| 6  | Show existing entrance, street connections, crossovers, etc., that are located along existing roadway that may be affected by the development  |     |    |          |
| 7  | Existing and proposed rights-of-way, centerlines, widths and route numbers.  |     |    |          |
| 8  | Crossover spacing and sight distance for both directions.  |     |    |          |
| 9  | Indicate lengths of existing & proposed deceleration, left & right turn storage lanes.   |     |    |          |
| 10   | Indicate right of way, centerline distance, include curve data, delta, radius, arc, chord, tangent, and profile data.  |     |    |          |
| 11   | Show sight distance at all intersections and landscaping, sign placement, and all obstructions that may affect or obstruct line of sight. Show sight distance easements.                                       |     |    |          |
| 12   | Provide sufficient information on each of the proposed development streets, including estimated future traffic, so that the Resident Engineer can determine the functional classification before final design. |     |    |          |

## **DRAINAGE** (Ref. VDOT Drainage Manual)

|   |   |  |  |  |
|---|---|--|--|--|
| 1 | Show direction of drainage flow for streets, storm sewer, valley gutters, subdrains, etc. And all existing streams. |  |  |  |
| 2 | Show the location of all streams or drainageways related to construction, including proposed drainage easements.    |  |  |  |
| 3 | Existing storm drainage system and proposed major drainage structures.  |  |  |  |

## **UTILITIES** (Ref. VDOT Land Use Permit Manual and Subdivision Street Requirements)

|    |  |  |  |  |
|----|--|--|--|--|
| 1  | Show all existing utilities, within and outside of proposed right of way   |  |  |  |
| 2  | Provide any notes on information necessary to explain the intent and purpose of utilities or adjustment of existing utilities.                                 |  |  |  |
| 3. | Existing and proposed easements, width and use. Note certifying that applicant has a right to use existing ingress easement to make any proposed improvements. |  |  |  |
| 4. | Existing sanitary sewer, waterline, fire hydrants, and other existing utilities.   |  |  |  |

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|--|--|-----|----|----------|
| <b>TRAFFIC ANALYSIS</b> (Ref. Volume II) |  |     |    |          |
| 1  | Number and Type of units and how parking will be handled.  |     |    |          |
| 2  | Traffic analysis for development on existing and proposed facility. Level of service with and without proposed development. Include existing and build out year. |     |    |          |
| 3  | Intersection analysis including need for signalization, channelization, turn lanes, and modification of existing signals.  |     |    |          |
| 4  | Recommendations for roadway improvements to accommodate existing traffic and proposed traffic generated by development.  |     |    |          |
| 5  | Indicate any notes or information necessary to explain the intent and purpose of the proposed traffic analysis.  |     |    |          |
| 6  | Traffic counts, left and right turn movements, and typical street section. Traffic impact study, if required.  |     |    |          |

## TRAFFIC IMPACT ANALYSIS REPORT CONTENTS (Ref. Evaluation of Site Plan Review Procedures, Virginia Transportation Research Council)

|    |  |  |  |  |
|----|--|--|--|--|
| 1  | Introduction<br>A. Site and study area boundaries<br>B. Existing and proposed site uses<br>C. Existing and proposed nearby uses<br>D. Existing and proposed roadways and intersections |  |  |  |
| 2  | Analysis of existing traffic conditions<br>A. Daily and peak hour traffic volumes<br>B. Capacity analysis at critical points<br>C. Levels of service at critical points                |  |  |  |
| 3  | Analysis of future conditions without development<br>A. Daily and peak hour traffic volumes<br>B. Capacity analysis at critical points<br>C. Levels of service at critical points      |  |  |  |
| 4. | Trip generation  |  |  |  |
| 5  | Trip distribution/direction split  |  |  |  |
| 6  | Traffic assignment/turning movements   |  |  |  |
| 7  | Analysis of future conditions with development<br>A. Future daily & peak hour traffic volumes<br>B. Capacity analysis at critical points<br>C. Level of service at critical points     |  |  |  |
| 8  | Recommended improvements<br>A. Future daily & peak hour traffic volumes<br>B. Capacity analysis at critical points<br>C. Level of service at critical points                           |  |  |  |
| 9  | Conclusion   |  |  |  |

### OTHER

|    |   |  |  |  |
|----|---|--|--|--|
| 1  | The name of any previously approved plan must be referenced on the plans  |  |  |  |
| 2. | Certification by the submitter that the plan conforms to all VDOT design standards, as well as county ordinances, comprehensive plans and regulations |  |  |  |

### Certification

I certify that the above information is included in the attached plans and supporting documentation.

Engineer's Signature

Date